

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 40-1**

3 MAY 2004

Medical Command

**FORCE HEALTH MANAGEMENT AND
MEDICAL OPERATIONS**

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This checklist reflects Command requirements for inspection programs at all applicable levels to prepare for and conduct internal reviews. This checklist does not apply to Air National Guard nor Air Force Reserve Command units co-located at Air Force Space Command (AFSPC) installations. Information previously found in AFSPCCL 44-1, *Medical Readiness and War Reserve Material (WRM)*, AFSPCCL 48-1, *Occupational Safety and Health*, AFPSCL 48-2, *Preventive Medicine* is incorporated into this checklist. Additional information regarding unit self-inspection, Self-Aid and Buddy Care and other programs are also added.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items are not rated, these items help gauge the effectiveness of each function.
2. This publication establishes a baseline checklist. The checklist will be used by the Command IG during applicable assessments. Use the checklist as a guide only. AFSPC checklists will not be supplemented. Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this Checklist to recommend additions and changes deemed necessary. **See Attachment 1.**
3. The checklist reflects Command requirements for compliance with Air Force inspection policy guidance.

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ATTACHMENT 1

MEDICAL OPERATIONS

Table A1.1. Checklist.

MISSION STATEMENT: To establish the requirements and responsibilities for ensuring effective force health management are implemented for all personnel. NOTE: All references are annotated with each item.			
SECTION 1: WING COMMANDERS			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the wing commander ensure personnel receive medical threat briefings and other appropriate pre-and post-deployment surveillance briefings and screenings prior to and immediately upon return from deployments? (Under Secretary of Defense (Personnel and Readiness) (P&R) memo, <i>Enhanced Post-Deployment Health Assessments</i> , (Attachment 1), AF/SG memo, <i>Medical Procedures for Deployment Health Surveillance</i>), JCS memo, <i>Pre-deployment surveillance</i> , and AFI 48-101, <i>Aerospace Medical Operations</i> , para 9.1.)			
1.1.2. Has Wing Commander or equivalent provided authorization and funding for Fitness Program Manager (FPM) and Information System Manager at HAWC? Have positions been filled with qualified personnel 10 of the last 12 months? (AFI 10-248, <i>Fitness Program</i> , para. 1.9.3.1., 1.20.1, 1.22.)			
1.1.3. Does the Wing commander ensure the eleven initiatives of the Air Force Suicide Prevention Program (AFSPP) are being effectively implemented, in particular, are suicide prevention briefings being conducted using the Air Force approved AFSPP presentation and guidelines? (HQ USAF/CVA memo, <i>Air Force Suicide Prevention Program, Assess and Re-Energize</i> , AFI 90-501, <i>Community Action Information Board and Integrated Delivery System</i> , para 3, AFI 44-145, <i>Suicide and Violence Prevention Education and Training</i> , para 2.1.3.)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Is there a Drug Testing Program Cross Functional Oversight Committee (CFOC) appointed in writing by the Wing Commander? (AFI 44-120, <i>Drug Abuse Testing Program</i> , para 4.7.1.3.)			
1.2.2. Is the CFOC chaired by the Wing/CC or his/her designee? (AFI 44-120, <i>Drug Abuse Testing Program</i> , para 4.7.1.3.)			
1.2.3. Does the CFOC meet at least quarterly to assess the status and effectiveness of the drug testing program and the drug prevention program? (AFI 44-120, <i>Drug Abuse Testing Program</i> , para 4.7.1.3.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.4. Does the wing commander and wing Community Action Information Board (CAIB) accomplish at least a quarterly review of Suicide and Violence Awareness Education Metrics to ensure wing personnel are being routinely trained? (AFI 44-154, <i>Suicide and Violence Prevention Education and Training</i> , para 4.1.)			
1.2.5. Has the wing Integrated Delivery System (IDS) provided instructors for the Air Force Suicide Prevention Program (AFSPP) and has the IDS ensured instructors are adequately prepared to present AFSPP training in a quality manner? (HQ USAF/CVA memo, <i>Air Force Suicide Prevention Program, Assess and Re-Energize</i> , AFI 44-154 <i>Suicide and Violence Prevention Education and Training</i> , para 2.1.5.)			
SECTION 2: GROUP AND UNIT COMMANDERS			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Do unit commanders ensure their mobility units and/or deploying personnel are equipped with appropriate personal protective equipment (PPE) for deployment missions indicated by threat briefings, specific CNC/JCS/Service Guidance, and known occupational risks, (e.g. bed nets, DEET, industrial PPE, etc.)? (JCS memo, <i>Pre-deployment surveillance</i> , ASD/HA memo, <i>Medical Advisory – Leishmaniasis</i> , AFI48-145, <i>Occupational Health Program</i> , para 1.71; AFI 48-101, <i>Aerospace Medical Operations</i> , chap 10)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Do commanders ensure personnel are provided NBC masks and quantitatively fit tested on their assigned gas mask before deployment to high and medium threat locations and as appropriate to local threat assessments? (AFM 32-4006, <i>Nuclear, Biological and Chemical (NBC) Mask Fit and Simulant Training</i> , para 2.4.7.)			
2.2.2. Are commanders ensuring all military personnel receive Self Aid and Buddy Care (SABC) training and keep their certification current? (AFI 36-2238, <i>Self-Aid and Buddy Care Training</i> , para 4.1.)			
2.2.3. Have commanders appointed in writing SABC monitors and instructors and are ensuring training documentation and statistics are readily available? AFI 36-2238, <i>Self-Aid and Buddy Care Training</i> , para 4.1)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
2.2.4. Do unit commanders refer all service members to Life Skills for assessment when substance use is suspected to be a contributing factor in any incident, e.g., DUI, public intoxication, drunk and disorderly, spouse/child abuse and maltreatment, underage drinking, positive drug test, or when notified by medical personnel under para 3.9.1 and 3.9.3 of AFI 44-121, Alcohol and Drug Abuse Prevention and Treatment? (AFI 44-121, <i>Alcohol and Drug Abuse Prevention and Treatment</i> , para 3.8.1.)			
2.2.5. Do unit commanders and supervisors ensure personnel are in compliance with all drug testing requirements? (AFI 44-121, <i>Alcohol and Drug Abuse Prevention and Treatment</i> , para 4.7.6.)			
SECTION 3: MEDICAL UNIT INSPECTION COMPLIANCE			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Does the Medical Unit conduct Self-Inspection Program activities in accordance with existing, AF, MAJCOM, and Wing self-inspection criteria? (<i>Health Services Inspection (HSI) Checklist, Leadership Element, Self-Inspection Program</i> , HQ USAF/SGM memorandum, <i>Self-Inspection Program</i>)			
3.1.2. Is the Medical Unit complying with their Medical Contingency Response Plan (MCRP)?			
3.1.3. Has the Medical Unit incorporated the applicable elements of AFMAN 32-4004, <i>Emergency Response Operations</i> and AFI 10-2501, <i>Full Spectrum Threat Response (FSTR) Planning and Operations</i> , into their MCRP and other associated disaster response processes?			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Has the Medical Unit addressed, resolved or demonstrated appropriate measures working towards resolution to all Type 1 discrepancies identified during most recent HSI? (HSI Type 1 Follow-up Response Procedures)			

SECTION 4: MEDICAL UNIT EXPEDITIONARY MEDICAL OPERATIONS			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Has the MTF designated, trained, and exercised medical personnel to support installation deployment operations? Is training current and documented? Have personnel been recalled and recall results documented within the past 6 months? (AFI 10-403, <i>Deployment Planning and Execution</i> , AFI 41-106, <i>Medical Readiness Training and Planning</i> , HSI MRX 2.1.4)			
4.1.2. Does the medical unit SABC Advisor assist unit SABC monitors and instructors in accomplishing their unit SABC program? (AFI 36-2238, <i>Self-Aid and Buddy Care Training</i> , para 4.5 and 4.6.)			
4.1.3. Are Active Duty personnel with significant medical restrictions (i.e. 4T profiles and/or questionable qualifications for worldwide assignment/deployability) identified prior to deployment or PCS and prevented from deploying or PCSing until such medical conditions are appropriately addressed or resolved? (AFI 48-123, <i>Medical Examinations and Standards</i> , chap 10.)			
4.1.4. Does the medical unit manage the Preventive Health Assessment and Individual Medical Readiness (PIMR) program effectively ensuring all deploying forces are compliant with all PIMR requirements prior to deployment and all Active Duty personnel are being routinely screened for PIMR requirements as evidenced by an overall base PIMR rate of 75%? (AF/SG memo, <i>Guideline for Implementation of PIMR at Air Force Medical Treatment Facilities</i> , AF/SG Memo, <i>Merger of 4F/4N/4E AFSC's</i> , HQ AFSPC/SF memo, <i>Guideline for Implementation of PIMR at Air Force Medical Treatment Facilities</i>)			
NON-CRITICAL ITEMS: NOTE: The following references apply to all 4.2. non-critical items. (AFI 10-201, <i>Status of Resources and Training System (SORTS)</i> , AFI 10-403, <i>Deployment Planning and Execution</i> , AFI 41-106, <i>UTC Concepts of Operations</i>)			
4.2.1. Has the unit commander and Medical Readiness Staff Function (MRSF) discussed unit SORTS and Medical Readiness Decision Support System (MRDSS) reports and monitor any required corrective actions?			
4.2.2. Have unit personnel on mobility been deployment processed in either real-world or exercise scenario within the past 12 months, with results/corrective actions documented?			
4.2.3. Have unit type code (UTC) taskings of personnel with equipment packages been mobilized or exercised within the past 12 months, with results/corrective actions documented?			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
4.2.4. Are unit telephone recall procedures in place, exercised, and results/corrective actions documented within the past 6 months?			
4.2.5. Has the Medical unit commander reviewed unit DOC statements and provided direction to the Medical Readiness Office (MRO) for unit implementation?			
SECTION 5: MEDICAL UNIT IN-GARRISON MEDICAL OPERATIONS			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Has HAWC offered PTL training classes to ensure PTLs can lead unit PT programs and conduct unit fitness assessments? Does frequency of class offerings meet Wing training needs? (AFI 10-248, <i>Fitness Program</i> , para 1.20.4)			
5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Has the medical unit developed appropriate instructions/plans for the use or distribution of materiel in applicable War Reserve Materiel (WRM) programs such as BW/CW, Anti-Malaria Prophylaxis Program, shelter first aid kits, etc? Procedures have been exercised with results/corrective actions documented within the past 12 months? (AFMAN 23-110, <i>USAF Supply Manual</i> , Vol V)			
5.2.2. Has HAWC offered Unit Fitness Program Management (UFPM) training to ensure UFPMS can manage fitness program? Does frequency of class offerings meet Wing training needs? (AFI 10-248, <i>Fitness Program</i> , para 1.22.1.3)			
5.2.3. Has HAWC offered Fitness Assessment Manager (FAM) training to ensure FAMs can administer cycle ergometry assessments? Does frequency of class offerings meet Wing training needs? (AFI 10-248, <i>Fitness Program</i> , para 1.20.4.5)			
5.2.4. Has HAWC offered Body Composition training to ensure official unit tapers can administer a body composition assessment? Does frequency of class offerings meet Wing training needs? (AFI 10-248, <i>Fitness Program</i> , para 1.12.6., A7.3.2.)			
5.2.5. Has HAWC offered intervention programs (Healthy Living Workshop, Fitness Improvement Program and Body Composition Improvement Program) to support the Fitness Program on all levels? (AFI 10-248, <i>Fitness Program</i> , para 1.19.3. and Chapter 5)			